

BYLAWS

CENTRAL PENNSYLVANIA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

Revised: December 12, 1989

Revised: June 7, 1999

Revised: April 1, 2003

ARTICLE I – NAME

The name of this organization is the Central Pennsylvania Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter", said chapter being an affiliate chapter of The Construction Specifications Institute, Inc. hereinafter referred to as the "Institute". The chapter is incorporated in the Commonwealth of Pennsylvania as a non-profit corporation.

ARTICLE II – GOVERNING AUTHORITY

The chapter is governed and operated in accordance with the laws of the Commonwealth of Pennsylvania, the certificate of incorporation of the chapter, the provisions of the Institute bylaws, these bylaws, the regulations and requirements for the conduct of chapters of the Institute as adapted from time to time by the Institute board, and by the rules and instructions of the chapter board of directors issued through its officers.

ARTICLE III – PURPOSE AND POLICY

Section 1. The purpose of the chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2. The name, funds or influence of the chapter may be used only in support of this purpose.

ARTICLE IV – BOARD

Section 1. The management and direction of the chapter shall be delegated exclusively to its board.

Section 2. The board shall be comprised of fourteen members, and shall include: president, president-elect, one vice president, secretary, recording secretary, treasurer, six elected directors, a publications editor and an advisory member. The advisory member shall be the immediate past president. The publications editor shall be appointed by the president and approved by the board. The president, president-elect, vice president, secretary, recording secretary, treasurer, the publications editor and one or more elected directors may be industry or associate members. The board shall be comprised of not less than thirty-three percent professional members and thirty-three percent industry and associate members.

Section 3. All members of the board are eligible to vote on chapter business.

Section 4. The board, through the action of authority delegated to the membership chairman, shall receive and promptly consider applications for membership in the chapter received from prospective members meeting the qualifications for Institute membership, may accept resignations from the chapter, and shall report its action on membership to the Institute promptly.

Section 5. The board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses. The board shall require signed records of such expenses from committee members who are paid such compensation or budget funds. All committee chairmen shall be members of the chapter.

Section 6. The board shall schedule monthly business meetings. Special meetings shall be held upon the call of the president, or by a majority of the board upon seven days written notice.

Section 7. A majority of the board shall constitute a quorum.

Section 8. Should a vacancy occur in any office of the chapter, the board shall by two-thirds affirmative vote fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9. By a majority vote, the board may request resignation from office of any member of the board who fails to perform the responsibilities of his elected or appointed office; continued failure to attend board meetings shall be cause for requesting the resignation.

Section 10. When appropriate, the chapter board shall appoint an academic affairs/student affiliate committee of three or more members. This committee shall be responsible for conducting liaison in the name of the chapter with the student affiliate by providing an advisor, support guidance, program speakers, etc.

ARTICLE V – OFFICERS

Section 1. The president shall serve as chairman of the board; preside at all chapter meetings; select the chairman of temporary committees; appoint chapter delegates to the annual meetings of the Institute; be an ex-officio member of all committees; and sign all agreements and formal instruments except as otherwise noted.

Section 2. The president-elect and vice president shall serve as chairman of the meetings, in that order, upon the absence of the president.

Section 3. The secretary shall send notices to all board members and committee chairmen at least five days in advance of all meetings of the board and of the chapter and keep accurate minutes thereof. Notices of monthly chapter meetings shall be published monthly in the chapter publications. The secretary shall handle all correspondence; keep a roster of members and committees; prepare and cosign all agreements and formal instruments, except those pertaining to the office of the treasurer; and submit a report of office at the annual meeting of the chapter. The secretary shall perform other duties as assigned by the president or board.

Section 4. The treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of the same, subject to the direction of the board; keep accurate books of account; and submit a report of office at the annual meeting of the chapter and at meetings of the board. The vice president shall perform the functions of the treasurer in the absence or incapacity of the treasurer. The treasurer shall sign all checks issued by the chapter. In event of the incapacity of the treasurer, the president is empowered to sign.

Section 5. The recording secretary shall assist the secretary in the performance of duties.

ARTICLE VI – NOMINATION AND ELECTIONS OF OFFICERS AND DIRECTORS

Section 1. Annually the following officers and directors shall be elected: president-elect, vice president, secretary, treasurer, recording secretary, and at least one, but not more than three directors. The president-elect of the previous year shall become president. The immediate past president shall become the advisory member of the board.

Section 2. The term of the director shall be two years.

Section 3. Each elected board member shall take office on July 1, and shall serve, except for two year directors, for a term of one year.

Section 4. The vice president shall not hold the same office for more than two consecutive terms.

Section 5. A nominating committee shall be appointed by the board not later than February 1. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position of the board, and shall present the list to the chapter not later than the regular meeting in March. Within 10 calendar days thereafter any member who wishes to make additional nominations may do so by (1) obtaining consent of such nominee to serve if elected; (2) securing seconding of such nominee; and (3) giving names of such nominees to the nominating committee chairman who will enter names of such additional nominees to the ballot. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated by the membership at large and shall submit a copy thereof, together with a notice of the time and place of the meetings at which the ballots will be counted, to each member of the chapter at least two weeks prior to such meeting. This meeting shall be held not later than the month of April.

Section 6. Eligibility to vote shall be as defined in the Institute bylaws. Election shall be by majority of votes for each office, unless there are more than two candidates for an office in which case election shall be by a plurality.

Section 7. The ballots shall be tallied at the meeting by tellers appointed by the chairman of the meeting and the results shall be reported to the members. If there is only one nominee for an office, the chapter president shall instruct the secretary to cast a single ballot in acclamation of that nominee to this elected office.

Section 8. Not later than May 10, the chapter secretary shall notify the Institute directors and the Institute office of the results of the election, and shall submit to the Institute directors and the Institute a complete listing of the chapter officers for the coming year, together with their addresses and telephone numbers.

ARTICLE VII – MEMBERSHIP

Section 1. The qualifications for membership shall conform to the requirements of the bylaws of the Institute.

Section 2. Membership in the Institute is a prerequisite to membership in the chapter.

Section 3. A chapter member may be classified as an Honorary Member or a Lifetime Member only by action of the Institute. Honorary members shall have the same rights and privileges as professional members except that they shall not be eligible to vote, unless they were professional, industry or associate members at the time of election to honorary membership.

Section 4. Retired members and members emeritus shall have the same rights and privileges they possessed as members prior to their retirement.

Section 5. The provisions of the Institute bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern for the chapter.

ARTICLE VIII – MEETINGS OF MEMBERS

Section 1. The annual meeting of the chapter shall be held during the month of June, at which time committee reports shall be submitted, the secretary shall submit a report of the activities of the chapter during the past term of office, and the treasurer shall submit an annual report on the finances of the chapter. A copy of these reports shall be sent to the Institute directors.

Section 2. Regular meetings shall be held monthly, except when otherwise decreed by the board. No less than ten regular meetings shall be held in the fiscal year.

Section 3. Special meetings may be called whenever the majority of the board deem it necessary, or upon written requests of not less than one-tenth of the chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4. Copies of the minutes of regular and special meetings shall be mailed to the Institute directors, and shall be published in the chapter publication "CSI Choice".

Section 5. These bylaws, together with the applicable provisions of the Bylaws of the Institute and Robert's Rules of Order Newly Revised shall govern the conduct of business of the chapter.

ARTICLE IX – FISCAL ADMINISTRATION

Section 1. The fiscal year shall be from July 1 to June 30.

Section 2. The annual chapter dues shall be set by the board. Members Emeritus, Honorary Members, Life Members, and Retired Members shall not be subject to dues.

Section 3. Annual dues notice shall be mailed by the Institute at least two months in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application. An applicant may select introductory membership (membership optionally available for an initial period of six months) at one-half the annual dues for the appropriate membership classification; provided the applicant has not been a member for at least one year preceding the month of application.

Section 4. Institute and chapter dues shall be paid to the Institute with the chapter dues being returned to the chapter by the Institute.

ARTICLE X – AUDIT

The board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the chapter.

ARTICLE XI – AMENDMENTS

Section 1. Proposed amendments to these chapter bylaws shall first be submitted in duplicate, accompanied with two copies of the complete, current bylaws, to the Institute Secretary for approval. After Institute Secretary approval, they shall then be publicized in the regular newsletter issued prior to a regular meeting or by letter at least two weeks prior to a special meeting.

Section 2. Following publication, the amendments must be approved by a two-thirds vote of the professional, industry and associate members present at a regular meeting or a special meeting.

Attest:

APPROVED BY BOARD (3/11/03)

APPROVED BY MEMBERSHIP (4/1/03)


Chapter Secretary


Chapter President